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State Procedure 1 - General
Actuarial

Revised June 30, 1951

FCI STATE OFFICE PROCEDURE MANUAL
STATE CROP INSURANCE DIRECTOR ACTUARIAL PROCEDURE

This procedure is applicable to all commodities in establishing coverages and premium rates under the area plan for 1952 and succeeding crop years and will remain in effect until revised or superseded. This procedure supersedes "FCI State Office Procedure Manual," issued October 20, 1949 and "State Office Procedure for Preparing Forms FCI-25, Record of Crop Insurance Experience," issued May 26, 1948. It is designed to outline (1) the responsibility and functions of the State Director during installation of the area plan and in making revisions on the Crop Insurance Maps, (2) the use to be made of Forms FCI-26, "Adjuster's Report," (3) the instructions to be followed by the State Office in preparing Forms FCI-25, "Record of Crop Insurance Experience," and (4) the instructions to be followed by the State Director in preparing the List of Ineligible Producers.

SECTION I - RESPONSIBILITY AND FUNCTIONS OF THE STATE DIRECTOR DURING
INSTALLATION OF THE AREA PLAN AND IN MAKING REVISIONS ON
THE CROP INSURANCE MAPS

A. RESPONSIBILITY

1. General. The responsibility of determining that the coverage and rate structure under the area plan in each county is acceptable to the Corporation is assigned to the State Crop Insurance Director. Accordingly, it shall be the responsibility of each director (or his supervisor if assigned to this work) to review the provisions of the County Procedure Manual with the county committee before any work on coverages and rates is started in the county office. Work performed by county committees and county office personnel must be instituted and closely followed by the state director or his supervisor. The state director or his supervisor shall be responsible for informing personnel in each county office of the background of the area plan. This person shall initiate the work in each county office and should arrange to make periodic checks as the work progresses to determine that the applicable procedure is being followed. In order that each phase of the work may be accurately completed, the director and supervisor must be thoroughly familiar with provisions of the FCI County Procedure Manual, Part I - County Actuarial Procedure.
2. Local Purchase of Necessary Materials. As provided in the County Actuarial Procedure Manual, the state director and county committee shall determine the type of maps to be used in each county for recording the final area determinations. Such maps shall be furnished each county by the Corporation. If it becomes necessary to purchase engineer's maps

or other office supplies required for performing the work, the state director shall purchase such supplies locally and request the vendor to claim reimbursement on a Standard Form 1034 Voucher which must be initialed by the director. In the event that the vendor demands cash payment, the director is authorized to pay cash, but must obtain a receipt showing the quantity and cost of each kind of office supplies purchased for each county. Such payment may be made from petty cash funds, if available. Form 1012 shall be used to claim reimbursement for this expenditure and must be accompanied by the vendor's receipt together with a statement that cash payment was demanded.

3. Elimination of Poor Insurance Risks

- (a) Ineligible Producers. It shall be the responsibility of the state director to prepare each year for each county a list of ineligible producers for each crop on which insurance is offered in the county.
- (b) Unclassified Land. Instructions as outlined in Section II of the FCI County Procedure Manual, Part I, provide that any land on which the risk of growing the insured crop is so great or so uncertain as to preclude the operation of a sound insurance program shall be designated as "Unclassified" by the county committee. However, it shall be the responsibility of the state director to ascertain that all such land in the county has been so designated and identified on the Crop Insurance Maps (FCI-33-) before approving them for the Corporation.

The state director shall determine that any Form FCI-33-, Supplement 1, Supplemental Listing of Unclassified Acreage, is prepared in accordance with instructions outlined in Section II of the FCI County Actuarial Procedure Manual, Part I, and all acreage listed thereon is clearly identified.

Whenever a supplemental listing is prepared for a county, the Crop Insurance Map, Form FCI-33-, shall be stamped by the state director with the following stamp:

SEE SUPPLEMENTAL LISTING
OF UNCLASSIFIED ACREAGE

This supplement will be a part of the Crop Insurance Map, Form FCI-33-, and all instructions regarding the approval, revision, or use of the Form FCI-33- shall be equally applicable to the supplemental listing.

B. FUNCTIONS

1. Preliminary Review of Actuarial Work. Before final area determinations are made by the county committee, the director or his supervisor shall review all preliminary work completed in the county office to determine that: -

- (a) All necessary materials, including aerial photo enlargements, aerial photo indexes, or other types of maps for making area determinations, have been furnished the county office.
- (b) A "Map of Crop Insurance Experience" has been properly prepared for each year, beginning with 1945, and all such maps have been returned to the county office prior to beginning of the actuarial work.
- (c) Any land on which 75 percent of the average yield is less than the coverage established for the area has either been designated "unclassified" or given a lower coverage. This is necessary in order to comply with provisions of the Federal Crop Insurance Act.
- (d) Proper consideration has been given to soil classifications, community or township yields, productivity indexes, topographic maps, or any other available data which would have a bearing on the determination of areas and the amount of coverage to be offered in such areas.

When two or more areas are recommended for multiple crop insurance, state directors should forward the recommendations to the Washington office along with a statement of the reasons for establishing more than one area, the recommended coverages and premium rate group numbers and the applicable acreages for weighting.

- (e) A concerted effort has been made to locate and identify on the Crop Insurance Maps (FCI-33-) high risk areas which should be given a high premium rate or designated "unclassified" if it is impossible to determine the insurance risk involved over and above the average land risk in the county. In addition, it should be determined that proper consideration has been given to all significant hazards such as flood, erosion, poor drainage, or other conditions which materially affect the insurance risk.
 - (f) A record or file is maintained with respect to revisions needed in the actuarial basis for the succeeding crop year.
2. Final Review of Area Determinations. Before final approval of area determinations is given by the state director, it will be necessary to review all work performed by the county committee to determine that:-
- (a) Full consideration has been given to all factors which in any way would affect proper determination of land areas.
 - (b) Areas have been properly and distinctly outlined and identified on the Crop Insurance Maps (FCI-33-) in order that usable photocopies may be prepared.
 - (c) The difference in coverage between areas has been established in accordance with provisions set forth in the applicable Commodity Supplement to the FCI County Procedure Manual, Part I.

- (d) The difference in premium rate between areas has been established in accordance with provisions set forth in the applicable Commodity Supplement to the FCI-County Procedure Manual, Part I.
- (e) Careful consideration has been given to any land in the county which should be designated "Unclassified" in accordance with requirements.

C. APPROVAL OF FORMS FCI-33-, FCI-34 and FCI-35-

1. Form FCI-33-

- (a) Counties in which the area plan was established in prior years. A rubber stamp has been furnished the state director for use in approving previously approved Crop Insurance Maps (FCI-33-) which will be applicable to the succeeding crop year. Each such map (aerial photo enlargement, aerial photo index, or other types of map) shall be stamped with the stamp containing the following information:

FEDERAL CROP INSURANCE CORPORATION Coverage and rate areas shown on this map are applicable to the crop years as approved below:		
CROP YEAR	APPROVED BY	DATE

This stamp shall be placed in a prominent spot on the Crop Insurance Map, preferably near other stamps now appearing on the map. For approving maps not previously stamped with this stamp, enter the applicable year on the first line under "Crop Year" and sign and date in the two remaining spaces. For approving maps which were previously stamped with this stamp, enter on the next succeeding unused line the applicable year under "Crop Year" and sign and date in the two remaining spaces.

Approval of previously approved Crop Insurance Maps (FCI-33-), which are to remain unchanged for the succeeding crop year, may be made by the district supervisor, if he is assigned this responsibility by the state crop insurance director.

For voiding Crop Insurance Maps (FCI-33-) for which new maps have been prepared for the succeeding crop year, each such map to be voided shall be stamped with the stamp previously furnished the state director which contains the following information.

FEDERAL CROP INSURANCE CORPORATION	
This map NOT APPLICABLE to the _____ and succeeding crop years.	
VOIDED	
By _____	Date _____

This stamp shall be placed in a prominent spot on the crop insurance map being voided. Enter the applicable crop year in the space provided on the first line of the stamp and sign and date in the two remaining spaces. A file of voided maps identified as "Crop Insurance Maps (FCI-33) Voided for _____ and Succeeding Crop Years" shall be maintained by years in both the county and state offices. Under no circumstances are these voided maps to be altered. Such maps are the official record of areas established for the preceding crop year. No crop insurance maps shall be destroyed without prior permission from this office.

For approving new Crop Insurance Maps (FCI-33-) for use in succeeding crop years (maps prepared to replace voided maps), each such map shall be stamped with the stamp previously furnished the state director which contains the following information:

FEDERAL CROP INSURANCE CORPORATION	
FCI-33- _____	Crop Insurance Map
Map No. _____	Approved _____ Date _____

This stamp shall be placed in a prominent spot on each new map. Enter in the spaces provided on the first line opposite "FCI-33-" the appropriate letter as shown on Form FCI-35 to denote the applicable commodity, and immediately preceding "Crop Insurance Map" the crop year to which such map will first be applicable.

Each new map shall be assigned the same number as assigned to the voided map which it replaces. Approval of new maps by the state director shall be made by initials in the space provided and entering the date of such approval.

In the vicinity of the above stamp the state director shall also stamp each new Crop Insurance Map (FCI-33-) with the stamp previously furnished him which contains the following information:



Coverages and Premium Rates Not
Established on Land So Designated

- (b) Counties in which the area plan is established for the first time. Before approval of the Crop Insurance Maps (FCI-33-) is granted by the state director he shall ascertain that all maps for the county have been properly completed and identified. In this connection a careful check shall be made to determine that area division lines, area numbers, and unclassified land are clearly indicated on the maps. In addition, it shall be determined that all areas have been properly numbered in accordance with provisions outlined in the County Procedure Manual, Part I. Approval of these maps shall be made by stamping each such map with the stamp previously furnished the state director which contains the following information:

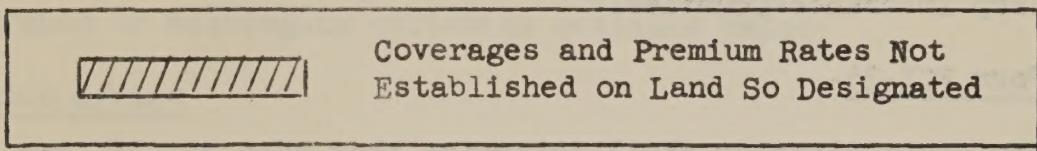
FEDERAL CROP INSURANCE CORPORATION

FCI-33- _____ Crop Insurance Map

Map No. _____ Approved _____ Date _____

This stamp shall be placed in a prominent spot on each crop insurance map. Enter in the space provided on the first line opposite "FCI-33-" the appropriate letter as shown on Form FCI-35 to denote the applicable commodity and immediately preceding "Crop Insurance Map", the crop year to which such map will first be applicable. The maps shall be numbered consecutively beginning with number 1 and continuing until all maps are numbered. In the event that the maps were prepared on aerial photo enlargements, the numbering should follow the same order of the flights. Approval by the state director shall be given by initials in the space provided and entering the date of such approval.

In the vicinity of the above stamp the state director shall also stamp each Crop Insurance Map (FCI-33-) with the stamp previously furnished him which contains the following information:



(c) Size of Crop Insurance Maps (FCI-33-). Before the above forms are approved by the state director he shall review each map to determine if it is necessary to cut the map in sections for photocopy. The following table of sizes shall be the guide in making this determination:

- (1) Any map to be photocopied to actual size shall not exceed dimensions of 18" X 24".
- (2) Any map to be photocopied to a reduced size shall not exceed dimensions of 35" X 47".

The above dimensions shall include the county boundary lines as well as the name of the county, the map identification as to form number and the state director's approval stamps. Any map in excess of 35" X 47" must be cut into sections.

Any map which is cut to meet the above dimensions shall have each section identified as to the county and state name and the form number. In cutting the map, recognized boundary lines should be followed, where possible. Each section must have all areas properly identified in order that it will be a complete map within itself. The state director shall also approve each section. Care must be used in ordering maps which will be reduced in size when photocopied. Reduced maps should not be ordered if the reduction makes them illegible.

2. Form FCI-34-

Form FCI-34- shall be reviewed to ascertain that the acres used for weighting insurable and unclassified land are representative for each area and that the proper acreage has been used in determining the maximum coverage and minimum premium for the county. A check shall be made to determine that the area coverage and premium rate extensions have been correctly computed and that the sum of coverage extensions does not exceed the maximum coverage for the county and the sum of premium rate extensions is not less than the minimum premium for the county. It shall also be determined that the correct number of ineligible producers has been entered in the space provided on the form.

Multiple Crop Insurance Counties. Form FCI-35-M-Part B, County Actuarial Table, now contains all of the essential data formerly included in Form FCI-34-M. Beginning with the 1952 crop year, it will not be necessary to prepare Form FCI-34-M in Multiple Crop Insurance Counties.

3. Form FCI-35-

The state director shall determine that Form FCI-35- has been accurately and properly prepared. In this connection it shall be determined that the area coverages in the final stage of production and the area premium rates are in exact agreement with the area coverages and premium rates shown on Form FCI-34-. Also, a check shall be made to ascertain that the coverages in the early stages of production have been determined in accordance with provisions of the FCI County Procedure Manual, Part I.

Multiple Crop Insurance Counties. Form FCI-35-M-Part A and Form FCI-35-M-Part B, Section I for the Multiple Crop Insurance Program are prepared in the Washington office. The state director with the state and county PMA committees shall review the predetermined prices for those commodities not supported by the CCC. If the state and county people feel that any of these unsupported prices are out of line, you should immediately submit their recommendations to this office. The state director shall determine that Form FCI-35-M-Part B, Section II has been properly prepared for each area or farming practice. In this connection, it should be determined that the total acres of cropland and unclassified land in the county or area have been correctly recorded. A check should be made to ascertain that the correct number of ineligible producers has been entered.

4. Maps of Crop Insurance Experience

The state director shall review the Maps of Crop Insurance Experience to determine that they have been prepared in accordance with provisions of the FCI County Procedure Manual, Part I. These maps shall be retained in the files of the state office until such time they are again needed in the county office for performing additional actuarial work.

5. Review by Representative of the Underwriting Division and Approval By State Director.

When all actuarial work for a county has been completed the required forms shall be reviewed by a representative of the Underwriting Division. After these forms have been recommended for the Corporation's approval by a representative of the Underwriting Division, the state director shall, if acceptable to him, approve such forms for the Corporation, by signing and entering the date of approval in the spaces provided at the bottom of each form.

D. TRANSMITTAL AND REQUEST FOR PHOTOCOPIES OF FORMS FCI-33-, FCI-34- and FCI-35-

1. When all required actuarial forms for a county have been approved by the state director and are ready for photocopying, they shall be transmitted to the Branch or Washington offices as outlined below:

(a) Branch Office

Only the approved maps (FCI-33-) for counties using aerial photo enlargements in establishing the area plan for the first time or completely reworking actuarial data shall be transmitted to the Branch office for photocopying. The state director shall request the number of copies needed for sales, acreage report, and loss adjustment work at the time the approved maps are transmitted.

(b) Washington Office

Forms FCI-34- and FCI-35- for all counties and approved maps (FCI-33) for (1) counties making minor revisions (preparing revised maps to replace voided maps) and (2) for counties using aerial photo indexes or other types of maps in establishing area coverages and premium rates shall be transmitted to the Washington office for photocopying. The state director shall request the number of copies of each form needed for sales, acreage report, and loss adjustment work at the time these forms are transmitted.

2. Distribution of Original Forms and Photocopies by State Director. After the originals and requested photocopies of Forms FCI-33-, FCI-34-, and FCI-35- have been returned to the state office, the state director shall review the photocopies of Forms FCI-33- to determine that they are sufficiently legible for use in sales, acreage report, and loss adjustment work. In the event any of such photocopies are not legible, the original Forms FCI-33- and illegible photocopies thereof shall be returned to the office which originally prepared such photocopies with a request that the forms be rephotocopied in sufficient number to replace the illegible copies. A negative copy of each form shall be retained for the files of the state office. The original forms and remaining photocopies shall be transmitted to the county office by the state director.

E. REVIEW OF MAP SHOWING PROGRESS OF SALES

The state director shall, during the sales campaign, periodically review in the county office the map showing the location of each farm covered by an insurance contract in force and applications submitted for the current program. It is very important from a risk standpoint, that insurance contracts are not unduly concentrated in a particular area or areas of the county. Therefore, it is the responsibility of the state director to see that sales are properly distributed over the county to avoid selectivity and undue catastrophic risks.

SECTION II. INSTRUCTING ADJUSTERS ON THE PREPARATION OF FORM FCI-26, "ADJUSTER'S REPORT"

It shall be the responsibility of the state director to see that all adjusters are properly and adequately instructed on the preparation of Form FCI-26. In holding loss adjustment training schools, a portion of the time should be set aside for instructing the adjusters on the preparation of this form. The instructions should include a detailed explanation of the use to be made of the form by the state office. When instructing the adjusters on the preparation of Form FCI-26, particular emphasis should be placed upon the necessity of furnishing a complete narrative explanation of all pertinent factors involved which may either directly or indirectly have a bearing on the risk of loss in order that the Corporation may be able to properly evaluate the report and initiate appropriate adjustment. The adjusters should also be encouraged to comment fully on the adequacy of labor and equipment, productivity and risk of the land, farming ability of the insured, credit and moral risk of the insured and any other pertinent factors noted at the time of inspecting the insurance unit.

Instructions for preparing Form FCI-26 provide that such form be prepared in each instance where a Statement in Proof of Loss is filed. The preparation of this form in connection with earlier inspections is optional with the state director. The adjusters should be instructed that in those instances where an inspection report or loss claim is not submitted to the state director immediately after its preparation, Form 26 prepared in connection therewith shall be transmitted separately and direct to the state office. This is necessary in order that the information contained thereon may be kept confidential. The adjusters should also be instructed to carry with them at all times a supply of Forms FCI-26, a copy of the County Actuarial Table, and photocopy of the applicable crop insurance map in order that Form 26 may be prepared promptly after inspecting the insurance unit.

Prepared Forms FCI-26 are confidential and should at all times be regarded as such since they were submitted by the adjuster with this understanding. These reports will be the primary source from which to obtain information for revising areas, adjusting coverages and premium rates, designating "Unclassified" land, and determining ineligible producers. Such reports will also serve as a source of information for verifying the correctness and reasonableness of loss claims submitted by insured producers and to determine if proper adjustments have been made in the amount of loss for causes not insured against.

Prepared Forms FCI-26 received in the state office which indicate that an adjustment should be made in areas, coverages, or premium rates, that certain land should be designated as unclassified, or that a producers should be declared ineligible shall be separated from the accompanying Inspection Report or Statement in Proof of Loss, if any, and filed in a separate folder.

SECTION III. PREPARATION OF FORM FCI-25 RECORD OF CROP INSURANCE EXPERIENCE

A. GENERAL

1. Persons for Whom Form FCI-25 Shall be Prepared and Time of Preparing. A Form FCI-25 shall be prepared for each applicant immediately upon receipt of his application in the State office if one has not already been prepared for him for that insured crop. If an applicant applies for insurance on more than one crop in the county, a separate Form FCI-25 shall be prepared for the applicant for each insured crop. In addition, a Form FCI-25 shall be prepared for each person whose name appears on the list of ineligible producers if one has not already been prepared for him.
2. Filing of Forms FCI-25. Forms FCI-25 prepared for eligible producers shall be filed in numerical order by contract number in a file marked "Eligible Producers". A separate file of eligible producers shall be maintained for each insured crop in the county. Forms FCI-25 prepared for ineligible producers for all insured crops shall be filed by counties in alphabetic order in one separate file marked "Ineligible Producers".

If at any time during the crop year the state director determines that an insured producer is a poor risk and is to be placed on the ineligible list for future years, each Form FCI-25 prepared for that producer shall be removed from the eligible producer files. The word "ineligible" shall be entered on the line for the first crop year in which the producer will be ineligible and the form then filed in the ineligible producer file. If more than one Form FCI-25 has been prepared for the producer, all such cards for the producer shall be placed in the ineligible file. After any final list of ineligible producers has been completed, it shall be determined that a Form FCI-25 for each producer on this list has been prepared and is in the ineligible file. At the time any ineligible list is prepared Forms FCI-25 which are in the ineligible file for producers whose names do not appear on the final ineligible list shall have the notation "ineligible" removed and be returned to the eligible file.

In order to simplify and facilitate the posting of data on Forms FCI-25, it will be necessary in subsequent years to divide the file of eligible producers for each insured crop into two separate parts; namely, active and inactive. This will become more important as the files increase in size. Each year at the time premiums are posted on Forms FCI-25, the inactive cards should be removed from the active portion of the file and filed in numerical sequence in the inactive portion of the file. In this connection, a card should be considered inactive in any year in which the producer does not have a contract in force. Forms FCI-25 for any producer which are filed in the inactive portion of the file shall be removed and returned to the active portion of the file whenever a new application for insurance on that crop is approved for such producer.

B. DATA TO BE RECORDED ON FORM FCI-25'

In the heading of Form FCI-25 prepared for each insured producer, enter the name of the insured crop, the state and county code, the name of the producer, and the contract number. This information shall be obtained from the application submitted by the producer.

In the event an ineligible producer has never filed an application, only the crop, the state and county code, and the name of the producer shall be entered in the heading of the form. On the first line of the form prepared for such producer enter the crop year and the word "ineligible" to denote the first year in which the producer will be ineligible.

Data shall be posted on Form FCI-25 as soon as it is available. Sample Forms FCI-25 for each crop showing the source of data to be recorded in the body of the form are attached to this procedure. Where the column headed "Amount of Premium" lists sources numbered 1, 2 and 3, the first source available in the order given shall be used. If in any year more than one loss claim was approved under a contract, the amount of indemnity for all claims approved under the contract shall be totaled to obtain the entry for the column headed "Amount of Indemnity" and the last claim only will be used to determine the "Amount of Premium."

In those cases where the 5 percent discount for cash payment of premium is allowed under the contract, the amount of premium to be posted to Form FCI-25 is the gross premium amount (premium before the 5 percent discount is applied). This presents a problem where there has been a reduction in premium due to a revised acreage report or a downward revision in acreage at the time the loss claim is prepared.

To obtain the proper premium entry where there is a downward revision on the loss claim, it will be necessary to adjust the entry on the listing of premiums supplied by the Branch office by the amount of premium refund. This amount is shown on the Statement in Proof of Loss. Where premiums are posted on Form FCI-25 on a commodity basis this monetary amount must be converted to a commodity basis by dividing such entry by the applicable predetermined or fixed price.

Where a revised acreage report is accepted subsequent to the preparation of the Branch office premium listing, the Branch office will issue Form FCI-53 showing the monetary amount of premium adjustment. This amount should be subtracted from or, if the premium is increased, added to the amount shown on the Branch office listing. As above, where premiums are posted on a commodity basis the amount of adjustment must be divided by the predetermined or fixed price to convert to commodity basis.

Beginning with the preparation and posting of data on Forms FCI-25 for all new 1950 cotton contracts, the following changes have been made in regard to the requirement of entering data for the years 1946, 1945, 1943 and 1942:

1. In all cases the review of the insured's record shall be made in reverse chronological order and shall continue until there is a break in continuity, or until the entry for the accumulated balance is zero, whichever occurs first. In addition, (1) if an indemnity is shown on the FCI-25 card for either 1947 or 1948, (2) if the contract has a large liability, or (3) if the state director has reason to believe that the contract is a questionable risk, the Form FCI-25 shall be completed for all prior years.

SECTION IV. PREPARATION OF LIST OF INELIGIBLE PRODUCERS

A. TENTATIVE LISTS OF INELIGIBLE PRODUCERS

Each year before the actuarial work for a commodity is undertaken in a county, the state director shall prepare a tentative list for each county of persons whose names appear on Forms FCI-25, "Record of Crop Insurance Experience," which are in the county file marked "Ineligible Producers." These tentative lists should also indicate the years in which an indemnity, if any, was paid such person, the cause of loss in such years and the reason for placing the person's name on the list of ineligible producers as indicated in the remarks column of Form FCI-25, or other sources of information. See instructions below for preparing a tentative list of ineligible producers. Such tentative lists shall be reviewed with the county committees before preparing the final lists. Some county committees may desire to recommend removal of certain names from the tentative lists. However, final decision in each case shall be the responsibility of the state director. Whenever a name is removed from the tentative list, the state director shall handle Form FCI-25 for such producer in accordance with the applicable instructions outlined in Section III of this Procedure Manual. The state director should encourage each county committee to add additional names to the list of ineligible producers, especially the names of those producers who have not previously been insured, but whose participation in the program would not be to the best interest of other insured producers in the county. Whenever a name is added to the list by the county committee, the state director shall handle Form FCI-25 for such producers in accordance with the applicable instructions outlined in Section III of this Procedure Manual.

1. Preparation of Analysis of Individual Insurance Experience. Experience gained by field personnel indicates that a tentative list of ineligible producers can better be reviewed with the county committee by summarizing the pertinent factors to be considered for such individuals on a standard form. Accordingly, a form identified as "ANALYSIS OF INDIVIDUAL INSURANCE EXPERIENCE", has been developed for this purpose. It shall be the state director's responsibility to prepare and maintain this form so that it will be up-to-date and available for review with the county committee each year the county actuarial forms are prepared.

The forms should be retained in the state director's file and be maintained on a continuing basis for all questionable insureds who have not been placed on the list of ineligible producers. Additional years' experience may be added to such insured's record. This method will eliminate the necessity of recopying data for such cases from year to year. The forms provide space for recording 5 years of indemnity experience. If more space is needed, use the following line and bracket the two lines or use a line on another page with reference back to the line and page of the previous listing.

Columnar entries on the form shall be made as follows from the sources noted:

Headings: Enter the name of the state, county and insured commodity. Separate forms shall be prepared for each commodity insured in the county.

Column 1: Contract number.

Column 2: Name of Insured.

Column 3: Line 1. Year of indemnity (From FCI-25)
Line 2. Amount of indemnity (From FCI-25)
Line 3. Cause of loss (From FCI-25 or Statement in Proof of Loss)

Column 4: Summarize information shown on Forms FCI-26, which have been filed separately as outlined in Section II.

Column 5: Summarize pertinent data shown on inspection reports or secured verbally from the adjuster.

Column 6: Record any pertinent facts on unusual or questionable losses as shown in the state director's records. Also, record any information such as poor credit risk, non conformity with other farm programs, etc.

Column 7: Premium Position. (FCI-25) Enter the difference (plus or minus) between premiums (total of column 3) and indemnities (total of column 4) reported on the card.

Column 8: Enter the recommendation of the county committee, i.e. eligible or ineligible.

Column 9: Enter the state director's final determination - eligible or ineligible.

Column 10: Record any pertinent remarks to justify the action taken.

B. FINAL LISTS OF INELIGIBLE PRODUCERS

After the tentative lists have been reviewed with the county committees and all acceptable deletions and recommended additions are made, the state director shall then prepare for each county a final list entitled "List of Ineligible (Crop) Producers for (Crop Year)." Such list shall be further identified by entering immediately below the title the name of county and state. This list shall be prepared in duplicate and shall contain only the names of producers. A copy of the list shall be made available to the county committee prior to the beginning of the sales campaign. However, before making the final list available to the county committee, the state director shall determine that a name appears on the list for each person for whom a Form FCI-25 is in the county file marked "Ineligible Producers".

SECTION V. CORRECTION OF AREA DESIGNATIONS

We wish to point out again that there can be no changes or alterations on an approved Crop Insurance Map and the photocopies thereof. This is not an arbitrary requirement since it is based on the contractual position of insureds and the Corporation. The only notations that may properly be made on them are the state director's approval of such forms for the applicable crop year(s) and the stamp which voids the map after a new map has been approved to replace it. It will be necessary to retain on file the voided Crop Insurance Map for a period of five years after date of voidance to meet legal requirements.

Because of the complications involved in correcting area boundary lines, assigned area numbers, unclassified land or any other determination which may affect the coverage or premium rate, any request for correction of the above noted items after the Crop Insurance Map has already been approved for the crop year shall be handled as General Procedure 4 cases. These corrections will be handled without making a new Crop Insurance Map until the following crop year.

Correction of area designations fall into two categories:

1. Correction of errors in area designations which may affect the coverage or premium rate.
2. Designation of additional unclassified land up to the closing date for accepting applications.

In all instances, county committee requests for correction must be transmitted to the state director not later than 15 days after the closing date for filing applications for insurance in the county. Those requests which are timely filed, and which the state director feels are meritorious shall be submitted to this office within 30 days after the closing date for accepting applications for insurance in the county. Any requests transmitted after these dates will not be considered for the crop year in question.

The following material must be submitted with each request for correction under Item (1) above.

1. A request from the county committee outlining the requested change to be made and the justification for the change.
2. A completed Form FCI-2 (Agreement) signed by each insured who would be affected by the change, and recommended by the county committee. The information entered in Section 2 of this form shall refer to the applicable year of the commodity Forms FCI-33, 3⁴ and 35. It shall also list the legal description (if available), or the location and identification of the insured's land for which correction is requested and shall further show the corrected area number for the land in question.
3. A complete report from the state director showing his justification for correction.
4. A revised FCI-3⁴ showing all entries if the correction were made.

The above information, including all four copies of Form FCI-2 (Branch office, Applicant, State Representative and County Committee), shall be transmitted to this office for final decision within the time limit noted above. If approved, three copies of Form FCI-2 will be returned for the state director's distributions as noted on the form.

The state representative and county committee copies of Form FCI-2 shall be filed with the respective copies of the insured's application and a notation, furnished by this office, attached to Forms FCI-33, 3⁴ and 35, showing the information contained in Section 2 of FCI-2. The approved corrections shall be incorporated on new maps for the following crop year.

Designation of additional unclassified land up to the closing date for accepting applications shall be the responsibility of the state director. A Form FCI-6 (Statement of Facts) shall be prepared for each such designation. The original shall be filed with the state director's copies of Forms FCI-33, 3⁴ and 35. The first carbon copy shall be filed with the county committees' copies of Forms FCI-33, 3⁴ and 35. The remaining carbon copy shall be transmitted to the Washington office.

FORM FCI-25

RECORD OF CROP INSURANCE EXPERIENCE

Beans
(Commodity)

(Name of Insured)

(State and County Code)

(Contract Number)

Crop Year	Type and Level	Amount of Premium	Amount of Indemnity	Premium Balance <u>1/</u>	Primary Cause of Loss	Remarks
1948	Heading, FCI-35	1. FCI-867-B, Right Box at bottom of form. 2. FCI-2. 3. Listing of premiums supplied by Branch office	FCI-867-B, Item 10	Premium loss Indemnity	FCI-867-B, Item 14	Enter for any applicable year - pertinent remarks from "Statement in Proof of Loss", "Inspection Report", or "Adjuster's Report", which have bearing on insurance risk of either land or insured. If the word "Ineligible" appears opposite any crop year, enter the reasons in this column.
1949	Heading, FCI-35, or FCI-912-B	1. FCI-967-B, Right box at bottom of form. 2. Premium adjustment form 3. Listing of premiums supplied by Branch office		1948 premium balance plus 1949 premium less 1949 indem- nity.		

1/ If premium balance is a deficit amount, or if continuity of insurance is broken, enter "0".

RECORD OF CROP INSURANCE EXPERIENCE

Corn
(Commodity)

(State and County Code)

(Name of Insured)

Crop Year	Type and Level	Amount of Premium	Amount of Indemnity	Premium 1/ Balance 1/ Premium Loss	Primary Cause of Loss	Remarks
1945	FCI-22 Item E	Inv. Ins. -FCI-22, Item J. Yield Ins.-FCI-22, Item J x Premium maturity price	Inv. Ins. FCI-567 Cn, Item 15 Col. B Yield Ins.-FCI-567 Cn, Item 15, Col. A x premium maturity price.	FCI-567 Cn, Item 16	Enter for any applicable year - pertinent remarks from "Statement in Proof of Loss", "Inspection Report", or "Adjuster's Report", which have a bearing on insurance risk of either land or insured. If the word "Ineligible" appears opposite any crop year, enter the reasons in this column. If there is no insurance in any year but continuity of insurance is not broken, enter reason opposite such year, such as "In active service", "No corn planted". If reduced premium applies, enter opposite such year "25% reduction".	
1946	FCI-622 Item E	Inv. Insurance - 1. FCI-667 Cn-Entry in cash premium box at bottom of form 2. FCI-622, Item J. Yield Insurance - 1. FCI-667 Cn-Entry in net premium box at bottom of form, x premium maturity price. 2. FCI-622, Item J x prem- ium maturity price.	Inv. Irs.-FCI-667 Cn Item 16, Col. D Yield Insurance - FCI-667 Cn Item 16, Col. C x premium maturity price	FCI-667 Cn, Item 17	1945 premium balance plus 1946 premium less 1945 indemnity.	
1947		(1946 Forms were used for 1947. Source of all entries same as used in 1946).		FCI-867 Cr, Item 17, Col. F	1947 Premium balance plus 1948 premium less 1948 indemnity	FCI-867 Cn, Item 21
1948	FCI-812 Cn or FCI-812 Cn A, Item C.	1. FCI-867-Cn. Entry in right box at bottom of form. 2. FCI-2 3. Listing of Premiums sup- plied by Branch Office		FCI-967 Cn, Item 16	1948 premium balance plus 1949 premium less 1949 indemnity	FCI-967 Cn, Item 21
1949	FCI-912 Cn or FCI-912 Cn (A)	1. FCI-967-Cn. Entry in right box at bottom of form. 2. Premium Adj. form. 3. Listing of premiums supplied by Branch O.	Monetary Insurance - FCI-967 Cn Item 16 Commodity Insurance - FCI-967 Cn Item 17		1948 premium balance plus 1949 premium less 1949 indemnity	

1/ If premium balance is a deficit amount, or if continuity is broken, enter "0".

Cotton
(Commodity)

(Name of Insured)

(Contract Number)

Crop Year	Type and Level	Amount of Premium	Amount of Indemnity	Premium Balance 1/ of Loss	Primary Cause of Loss	Remarks
1942	FCI-212-C Line 2, Item 1	FCI-222 Column G	FCI-267-C Item 21	1942 premium less 1942 indem.	FCI-267-C Item 22	Enter for any applicable year - pertinent remarks from "Statement in Proof of Loss", "Inspection Report", or "Adjuster's Report", which have a bearing on insurance risk of either land or insured. If the word "Ineligible" appears opposite any crop year, enter the reasons in this column. If there is no insurance in any year but continuity of insurance is not broken, enter reason opposite such year, such as "In Active Service", "No Cotton Planted". If re- duced premium applies, enter opposite such year 25% reduction".
1943	FCI-22 Column 8	FCI-22 Column 13	FCI-67-C Item 22	1942 prem. bal. plus 1943 prem. less 1943 indem.	FCI-67-C Item 23	
1945	FCI-12-C Item C	FCI-22 Column 8, Line J	FCI-567-C Item 16	1943 prem. bal. plus 1945 prem. less 1945 indem.	FCI-567-C Item 17	
1946	FCI-612-C Item C	1. FCI-667-C, Middle box bottom of form. 2. FCI-622, Item J	FCI-667-C Item 17 (or 18 if used)	1945 prem. bal. plus 1946 prem. less 1946 indem.	FCI-667-C Item 19	
1947	FCI-712-C Item C	1. FCI-767-C, Middle box bottom of form. 2. FCI-719-C, Item C.	FCI-767-C Item 14	1946 prem. bal. plus 1947 prem. less 1947 indem.	FCI-767-C Item 16	
1948	County Actuarial Table ("Yield" or "Dollar")	1. FCI-867-C, Middle box at bottom of form (or for dollar ins. right box at bottom of form) + by entry in Box E. 2. Form FCI-2 3. Listing of premiums 2/ supplied by Branch Office	FCI-867-C Item 14 (or 15 if completed) + by entry in Box E.	1947 prem. bal. plus 1948 prem. less 1948 indem.	FCI-867-C Item 19	
1949	County Actuarial Table for 1949 ("Commodity" or "Monetary")	1. FCI-967-C, right box at bottom of form + by entry in Box E. 2. Premium Adjustment form 2/ 3. Listing of premiums supplied by Branch Office 2/	FCI-967-C, Item 13, (For monetary ins. + Item 13 by entry in Box E)	1948 prem. bal. plus 1949 prem. less 1949 indem.	FCI-967-C Item 18	

1/ If premium balance is a deficit amount, or if continuity of insurance is broken, enter "0".
 2/ Divide dollar premiums on Branch Office Listing by \$0.27 to convert to pounds.

FORM FCI-25

RECORD OF CROP INSURANCE EXPERIENCE

Flax
(Commodity)

(Name of Insured)

Crop Year	Type and Level	Amount of Premium	Amount of Indemnity	Premium $\frac{1}{2}$ Balance	Primary Cause of Loss	Remarks
1945	FCI-22 Item E	FCI-22, Item J	FCI-567, Item 16	1945 Premium less 1945 indemnity	FCI-567, Item 17	Enter for any applicable year - pertinent remarks from "Statement in Proof of Loss", "Inspection Report", or "Adjuster's Report", which have bearing on insurance risk of either land or insured. If the word "Ineligible" appears opposite any crop year, enter the reasons in this column. If there is no insurance in any year but continuity of insurance is not broken, enter reason opposite such year, such as "In Active Service", "No Flax Seeded". If reduced premium applies, enter opposite such year "25% reduction".
1946	FCI-622 Item E	1. FCI-667, Middle box, bottom of form. 2. FCI-622, Item J.	FCI-667, Item 14	1946 premium balance, plus 1946 premium loss 1946 indemnity	FCI-667, Item 15	
1947	FCI-719-F Heading: "Insured Percentage"	1. FCI-667, Middle box, bottom of form. 2. FCI-719-F, Col. 9, "Premium for Contract".	FCI-667, Item 14	1946 premium balance, plus 1947 premium less 1947 indemnity	FCI-667, Item 15	
1948	FCI-812-F "Yield" or FCI-812-F (A) "Dollar"	1. FCI-867 Entry in right box at bottom of form + by entry in Box E. 2. FCI-2 3. Listing of premiums supplied by Branch Office	Yield Ins FCI-667, Item 14 Dollar Ins. FCI-867, Item 12 + by entry in Box E	1947 premium balance, plus 1948 premium less 1948 indemnity	FCI-867, Item 16	
1949	Enter "Commodity"	1. FCI-967. Entry in right box at bottom of form + by entry in Box E. 2. Premium Adjustment form. 3. Listing of Premiums supplied by Branch Office	FCI-967, Item 13	1948 premium balance, plus 1949 premium less 1949 indemnity	FCI-967, Item 18	

$\frac{1}{2}$ / If premium balance is a deficit amount, or if continuity of insurance is broken, enter "0".
 $\frac{1}{2}$ / Divide dollar premiums by \$5.75 to convert to bushels.

FORM FCI-25

RECORD OF CROP INSURANCE EXPERIENCE

Multiple Crop
(Commodity)

(State and County Code)
(Contract Number)

(Name of Insured)

Crop Year	Type and Level	Amount of Premium	Amount of Indemnity	Premium Balance 1/	Primary Cause of Loss	Remarks 2/
1948 Enter "M"	1. FCI-867-M, Right box at bottom of form. 2. FCI-2 3. Listing of premiums supplied by Branch Office	FCI-867-M, Item 13			FCI-867-M Part IV, enter cause showing largest percent contribution	Enter for any applicable year - pertinent remarks from "Statement in Proof of Loss", "Inspection Report", or "Adjuster's Report", which have bearing on insurance risk of either land or insured. If the word "Ineligible" appears opposite any crop year, enter the reasons in this column.
1949 Enter "M"	1. FCI-967-M, Right box at bottom of form. 2. Premium Adjustment Form. 3. Listing of premiums supplied by Branch Office					

1/ This column shall be left blank.

2/ Where credit for years of good experience in single commodity programs to be transferred to multiple crop program is applicable, enter in remarks column (1) name of single commodity program and (2) number of years transferred.

FORM FCI-25

RECORD OF CROP INSURANCE EXPERIENCE

Tobacco
(Commodity)

(State and County Code)

(Name of Insured)

(Contract Number)

Crop Year	Type and Level	Amount of Premium	Amount of Indemnity	Premium Balance 1/ Premium less indemnity	Primary Cause of Loss	Remarks
1945 FCI-22	Inv. Ins. FCI-22, Item J Yield-Quality Ins. FCI-22, Item J 2/	FCI-567-T Item 14	FCI-567-T Item 14	FCI-567-T Item 15	FCI-567-T	Enter for any applicable year - pertinent remarks from "Statement in Proof of Loss", "Inspection Report", or "Adjuster's Re- port", which have a bearing on in- surance risk of either bond or insured. If the word "Ineligible" appears opposite any crop year, enter the reasons in this column.
1946 FCI-622 Item E	Investment Insurance: 1. FCI-667-T, entry in cash premium box at bottom of form. 2. FCI-622, Item J. Yield-Quality Insurance: 1. FCI-667-T, entry in net premium box at bottom of form. 2/ 2. FCI-622, Item J. or entry below Item J. 2/	FCI-667-T, Item 13, or if no entry in Item 13, use Item 12	1945 premium balance plus 1946 premium less 1946 indemnity	FCI-667-T Item 14	FCI-667-T	If there is no insurance in any year but continuity of insurance is not broken, enter reason oppos- ite such year, such as "In Active Ser- vice", "No Tobacco Planted". If reduced premium applies, enter opposite such year "25% reduction".
1947 FCI-712-T Item C	Investment Insurance: 1. FCI-767-T, entry in cash premium box at bottom of form. 2. FCI-622, Item J. or FCI-719-T (P) Item C.	FCI-767-T, Item 15, or if no entry in Item 15, use Item 14	1946 premium balance plus 1947 premium less 1947 indemnity	FCI-767-T Item 16	FCI-767-T	If there is no insurance in any year but continuity of insurance is not broken, enter reason oppos- ite such year, such as "In Active Ser- vice", "No Tobacco Planted". If reduced premium applies, enter opposite such year "25% reduction".
1948 FCI-812-T Item D	Yield-Quality Insurance: 1. FCI-867-T, entry in right box at bottom of form. 2. FCI-2 3. Listing of premiums supplied by Branch Office	FCI-867-T, Item 15, or if no entry in Item 15 use Item 14	1947 premium balance plus 1948 premium less 1948 indemnity	FCI-867-T Item 19	FCI-867-T	If there is no insurance in any year but continuity of insurance is not broken, enter reason oppos- ite such year, such as "In Active Ser- vice", "No Tobacco Planted". If reduced premium applies, enter opposite such year "25% reduction".
1949 FCI-912-T Item E, or if no entry type shown on FCI-34-T	1. FCI-967-T, entry in right box at bottom of form. 2. Premium Adjustment Form. 3. Listing of premiums supplied by Branch Office	FCI-967-T, Item 15, or if no entry in Item 15 use Item 14	1948 premium balance plus 1949 premium less 1949 indemnity	FCI-967-T Item 19	FCI-967-T	1/ Show negative premium balance (-) if accumulated indemnities exceed accumulated premiums. 2/ For premium figures shown in pounds, multiply by applicable premium maturity price.

FORM FCI-25

RECORD OF CROP INSURANCE EXPERIENCE

Wheat
(Commodity)

(Name of Insured)

Crop Year	Type and Level	Amount of Premium	Amount of Indemnity	Premium Balance 1/	Primary Cause of Loss	Remarks 4/
1939				Col. G of FCI-25-W		If there is no insurance in some years, but under State Office Acreage Report Audit Procedure the continuity of insurance is not broken, enter the reason for no insurance, such as: "In Active Service", "No Wheat Seeded". If reduced premium applies in any year, enter "10%, 25%" or "50% reduction", whichever is applicable.
1943	FCI-22 Item E	1. FCI-25-W 2. FCI-22, Item J.	1. FCI-25-W 2. FCI-567, Item 16	1943 premium balance plus 1945 premium less 1945 indemnity	FCI-567 Item 17	
1945 2/				Previous premium balance plus 1946 premium less 1946 indemnity	FCI-667- Item 15	
1946	FCI-622 Item E	1. FCI-25-W 2. FCI-667, middle box at bottom of form. 3. FCI-622, Item J.	1. FCI-25-W 2. FCI-667 Item 14	1946 premium balance plus 1947 premium less 1947 indemnity	FCI-667 Item 15	
1947	FCI-719-W or FCI-719-SW, heading, "In- sured percent".	1. FCI-25-W 2. FCI-667, middle box at bottom of form. 3. FCI-719-W or FCI-719-SW, Column 9, Item E	1. FCI-25-W 2. FCI-667 Item 14	1947 premium balance plus 1948 premium less 1948 indemnity	FCI-667 Item 15	Enter for any applic- able year - pertinent remarks from "Statement in Proof of Loss", "In- spection Report", or "Adjuster's Report", which have bearing on insurance risk of either land or insured. If the word "Ineligible" appears opposite any crop year, enter the reasons in this column.
1948	FCI-819-W or FCI-819-W Rev. heading "In- sured percent", or "Level of Coverage".	1. FCI-667, middle box at bottom of form, or FCI-867, right box at bottom of form + by entry in Box E. 2. Form FCI-2 3/ 3. Listing of premiums supplied by Branch Office 3/ 1.	FCI-667, Item 14 or FCI-867, Item 12 + by entry in Box E	1947 premium balance plus 1948 premium less 1948 indemnity	FCI-667 Item 15 or FCI-867 Item 16	
1949	FCI-919-W Heading "In- sured percent", "Level of Coverage".	1. FCI-667 middle box at bottom of form or FCI-967, right box at bottom of form + by entry in Box E. 2. Premium Adjustment form. 3/ 3. Listing of premiums supplied by Branch Office. 3/	FCI-967, Item 13. For Monetary Ins., + by entry in Box E	1948 premium balance plus 1949 premium less 1949 indemnity	FCI-967 Item 18	

1/ If premium balance is a deficit amount, or if continuity of insurance is broken, enter "0".

2/ Continuity of insurance not broken by lack of insurance in 1945.

3/ Divide dollar premiums by \$1.60 to convert to bushels.

4/ Enter opposite line for years 1939-43 the number of consecutive years ending with 1943, the wheat crop was insured with no loss.

